April 9, 2014

Headquarters Human Resources Management Division

TO: Officials-in-Charge of Headquarters Offices

Directors, NASA Centers

Director, Jet Propulsion Laboratory

FROM: Director, Headquarters Human Resources Management Division

SUBJECT: Nomination Requests for the 2014-2015 Headquarters Detail Assignments and

Independent Program Assessment Office Detail Assignments

Headquarters (HQ) detail assignments traditionally provide high-performing NASA staff members and the Jet Propulsion Laboratory (JPL) staff with Agency-level experience an opportunity to learn and broaden their perspective. Multiple HQ offices ask you to nominate employees for a potential FY14-FY15 detail assignment. The following organizations invite employees to consider detail opportunities: Science Mission Directorate, Office of Agency Council Staff, Office of Evaluation, Office of the Chief Engineer, Office of the Chief Technologist, Space Technology Mission Directorate, Office of the Chief Information Officer, Office of Legislative & Intergovernmental Affairs, and the Headquarters Information Technology and Communications Division.

For the purpose of this call letter, "parent organization" denotes the organization (or Center or JPL) where the employee is permanently assigned. "HQ organization" is the office offering the detail opportunity.

There are multiple types of detail assignments available to eligible employees. Enclosure 1 provides information about each organization and their specific application restrictions, if any. JPL employees may apply for designated assignments as Intergovernmental Personnel Act (IPA) assignment candidates for the organizations accepting JPL candidates, as listed in Enclosure 1. While assignment descriptions may appear to target employees not located in the National Capital Region (NCR), employees at HQ and Goddard Space Flight Center (GSFC) are also encouraged to apply for this opportunity to enhance their skills and organizational awareness. Assignments offer unique insight into Agency-level policy, mission execution, budget, and institutional management.

The first assignment type is a one year "detail in place" (DIP), supporting a HQ organization. Detailees from outside the NCR will travel to HQ, in Washington, DC, approximately one week every month, but perform most of their detail assignment at their parent organization location. When working at their parent organization for the remaining three weeks of each month, the detailee performs duties in support of the HQ organization, not the parent organization. GSFC

employees, if assigned to a HQ position in Washington, DC, should expect to work at the HQ full time, unless otherwise coordinated. HQ employees, if selected for a detail with another HQ organization, should expect to work for the new HQ organization full time, unless otherwise coordinated. Each HQ organization specifies the number of projected DIP assignments in Enclosure 1.

The second type is a one-year assignment to NASA HQ in Washington, DC, on extended temporary duty (ETDY). An ETDY is defined as at least 30 consecutive days TDY. Detailees work at the NASA HQ organization, unless otherwise specified. Due to the constrained budget environment, there will be few ETDY assignments offered during this cycle. Each HQ organization specifies the number of projected ETDY assignments in Enclosure 1.

The third detail is a minimum two-year DIP assignment to the Office of Evaluation's Independent Program Assessment Office (IPAO), located at Langley Research Center (LaRC). For these assignments, candidates remain at their parent organization and travel to either LaRC, their assigned review sites, or the HQ in Washington, DC, as needed. Extensions beyond the two year assignment, including part-time support, will be worked on an individual basis between the employee, their parent organization, and the IPAO.

The fourth detail option is for a detail that may be a combination of the types articulated above. This detail option may be as short as three months or as long as eleven months. It may be a DIP or an ETDY, depending on the needs of the HQ organization and the agreement of the parent organization. HQ organizations considering this detail option specify the number of projected assignments, noting type and length of the detail, in Enclosure 1.

The start date for detail assignments is negotiated between the individual, the HQ organization and the parent organization. Details may begin at any time between October 1, 2014 and July 1, 2015, upon completion of the supporting Memorandum of Understanding (MOU).

The nominated candidate(s) should be a high-potential GS-13, GS-14 or GS-15. See Enclosure 1 for each organization's specific candidate criteria.

The nomination package includes the following:

- A letter of recommendation from the Center Director or Official-in-Charge (OIC) Associate or Assistant Administrator (AA), personally endorsing the candidate, including their prioritized (up to two) assignment preferences. It is recommended, but not required, that a separate letter be created for each candidate. This letter is addressed to the Headquarters, Human Resources Management Division Director. Please do not submit nomination letters from the employee's immediate supervisor, unless they are either the Center Director or OIC AA.
- A two-page resume with up to three references.
- A one-page statement of interest by the candidate, explaining their interests and expectations including why they are interested in this opportunity.

Enclosures 1, 2, and 3 provide relevant background material on the HQ organizations offering the detail assignments. Enclosure 4 is a description of administrative and financial responsibilities for both HQ and parent organizations. Enclosure 5 is the format for the statement of interest. Additional information on the nomination schedule, process, candidate qualifications, and assignment options is provided in Enclosure 6.

Candidates will be selected for these opportunities based on qualifications and experience, the needs of the Agency, and the needs of the HQ organization providing the assignment opportunity. Final decisions will be based on the best match between each HQ organization's needs and the candidate's skills, experience, and assignment preference.

To ensure the Agency maximizes the benefit from this investment and continues to receive topcaliber candidates, the parent organization should ensure that successful candidates, upon their return, are assigned responsibilities that fully utilize the experience gained on their detail. Candidates must be advised that these details do not guarantee promotion but could enhance their qualifications for future opportunities.

Please ensure that nominated individuals understand that your endorsement means they will be considered for these opportunities but acceptance is contingent upon completion of HQ screening and candidate interviews. By submitting their application, candidates and their leadership agree to accept an assignment if offered by one of the HQ organizations to whom the candidate applied. The start date is negotiated between the candidate, the parent organization, and the HQ organization.

Please provide your electronic nomination packages to <u>HQ-Consolidated-Call@nasa.gov</u> no later than **June 24, 2014**. Each nominee's package should be submitted as an individual electronic file. The file name format is **last name.first initial (space) parent organization. Example: Smith.J ARC.docx (or .pdf).** If you have any questions, please contact the **Consolidated Call Team at 202-358-4500**.

Thank you in advance for endorsing your best and brightest as candidates to take advantage of these opportunities.

Leah Hollander

6 Enclosures:

- 1. Organization Descriptions
- 2. Sample Assignment Options
- 3. Skills Required
- 4. Financial Responsibilities
- 5. Statement of Interest
- 6. Nomination Schedule and Process

Nomination Schedule and Process

Please note that Center application deadlines will be sooner than the HQ deadlines posted in this letter. Employees are to contact their Human Resources (HR) Office to obtain information about their Center's application and evaluation process. HQ Employees will work through their OIC/AA chain of authority. Center Points of Contact (POCs) are listed below.

HQ – submit through their AA or equivalent.

Tahani Amer Langley Langley Rebecca Howlett Regina Blue **OACS-JSC** Laura Cochran **OACS-JSC** James Grant Johnson Michael Martin Johnson Sylvia Stottlemyer Johnson Jennifer Budd Glenn Nelson Rodriguez Goddard Leslie Doss Armstrong Anita Douglas Stennis Lloyd Keith JPL

Ray Kacmar JPL-NMO
Megan Marynec Kennedy
Joy Pierre Ames
Sukie Stanley Ames
Kevin Werner Ames
Scott Szenasi Marshall

Nomination Schedule

June 24, 2014 Nomination Packages due to NASA HQ

August 14, 2014 Candidates selected for interviews notified

Candidates not selected for interviews notified

September 5, 2014 Candidates and Center Directors notified of selections

September 24-26, 2014 (Tentative) TDY to HQ for orientation visit (funded by HQ

organization)

Candidates will typically begin rotations October or November 2014, but the start date is negotiable up to July 1, 2015.

Additional Nomination Package Information

Nominating organizations will ensure the candidates possess the necessary skills, experience, and abilities to contribute to the Agency's mission and to leverage that experience upon return to their Center. A letter of recommendation personally endorsing the candidate is required from each Center Director or organizational equivalent (Mission Directorate Associate Administrators, for example).

The nomination package should include a candidate's two-page resume with all standard information (i.e., name, grade, education, references, etc.) and detailed information on the candidate's qualifications and professional experience. The letter of recommendation will include at least one, and no more than two, prioritized HQ organization preferences. Submitting only one HQ organization is permitted. The third component of the package is a one page statement of interest, explaining the interests and expectations of the candidate, including why they are interested in this opportunity. The resume and statement of interest must be in 12 Font, Times New Roman, 8.5x11, with one-inch margins.

Candidates Should be Aware of and Willing to Accept the Following:

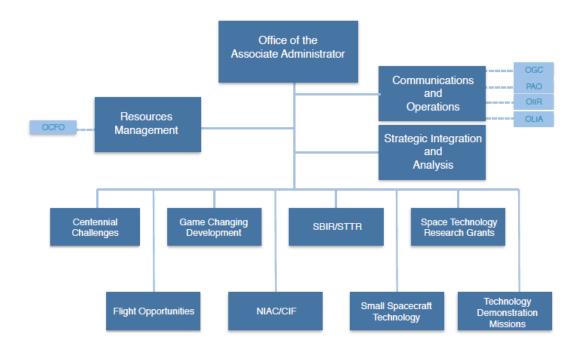
- Multiple detail assignment options are possible, including DIP for one or two years or ETDY to HQ for periods ranging from three months to one year.
- DIP assignments require travel for one week a month to HQ. Additional travel may be required to support duty assignments. When located at their parent organization, the employee will continue to work in support of the HQ organization. See Enclosure 2 for each organization's candidate criteria.
- A minimum two-year DIP commitment is required in the Office of Evaluation's IPAO. The selected candidates remain at their parent organization and travel to LaRC on a periodic basis. Additional travel is required in support of assigned review activities.
- By submitting their application, candidates and their leadership agree to accept an assignment, if selected by one of the HQ organizations to whom the candidate applied.
- The start date is negotiated between the candidate, the parent organization, and the HQ organization.
- It is the candidate's responsibility to work with the parent organization POC and the HQ organization POC to ensure their MOU is completed and signed prior to their detail beginning.
- An orientation visit for selected candidates is tentatively scheduled for September 22, 2014, at HQ. While not mandatory, candidates are strongly encouraged to participate in this orientation. HQ organizations will fund the associated TDY.
- Candidates must understand and comply with HQ extended duty travel rules and regulations if the detail assignment location is at NASA HQ.
- Travel expenses associated with accompanying family members are at the candidate's expense.

Organization Descriptions

Space Technology Mission Statement:

The Space Technology Mission Directorate (STMD) rapidly develops, demonstrates, and infuses revolutionary, high-payoff technologies by pushing the boundaries of aerospace technology. This organization employs a portfolio approach spanning a range of discipline areas and technology readiness levels to advance technologies for the benefit of NASA, the aerospace industry, other government agencies, and to address national needs. Research and technology development takes place within NASA Centers, in academia and industry, and leverages partnerships with other Government agencies and international partners. STMD invests in crosscutting, transformational technologies that have high potential for offsetting mission risk, reducing cost and advancing existing capabilities, thereby enabling more challenging missions and capabilities for NASA and the Nation. In addition, STMD will consider two candidates all Centers, high potentials GS-13/14/15's. Will accept JPL.

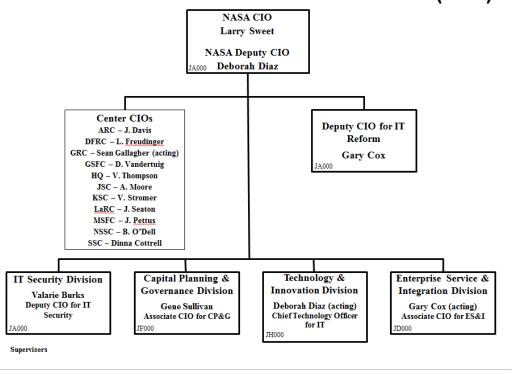
Space Technology Mission Directorate Organization



Office of the Chief Information Officer: The Office of the Chief Information Officer (OCIO) provides leadership, planning, policy direction, and oversight for the management of NASA information and all NASA information technology (IT) in accordance with the responsibilities required by the Clinger-Cohen Act of 1996, the Paperwork Reduction Act of 1995, the E-Government Act of 2002, the Federal Information Security Management Act of 2002, and the Privacy Act of 1974. The Chief Information Officer (CIO) is the principal advisor to the Administrator and other senior officials on matters pertaining to IT, the NASA IT Enterprise Infrastructure and services, Technical Innovation, IT Security, and all aspects of data provisioning.

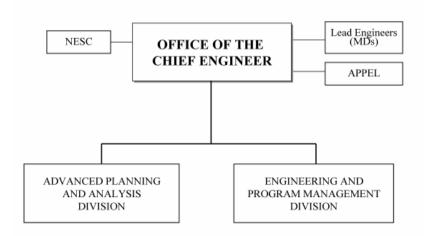
The OCIO assures the quality of common IT services and activities Agency-wide, ensures consistency of approach, and eliminates duplication of services through collaborative means, centralization, and/or consolidation of services between and within NASA Headquarters and the NASA Centers. The OCIO will consider 3 detailees; Detailed in place; JPL, and GS-13-15.

Office of the Chief Information Officer (CIO)

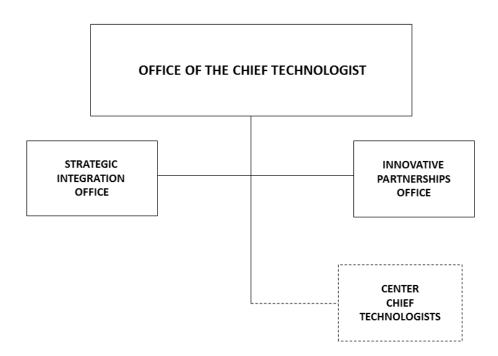


The Office of the Chief Engineer (OCE) is comprised of two divisions and three support organizations whose employees provide policy direction, oversight, and assessment for NASA engineering and program/project management. The Office serves as the principal advisor to the Administrator and other senior officials on matters pertaining to technical readiness in execution of NASA programs and projects. OCE will consider 1 and 2 year ETDY, DIP, JPL; IPAs; GS-14-15

OFFICE OF THE CHIEF ENGINEER



Office of the Chief Technologist (OCT) serves as the NASA Administrator's principal advisor on matters concerning Agency-wide technology policy and programs. OCT provides the strategy, leadership, and coordination that guide all of NASA's technology and associated innovation activities. OCT documents and analyzes NASA's technology investments and tracks their progress, aligning them with NASA's Strategic Plan. OCT leads technology transfer and technology commercialization activities, extending the benefits of NASA's technology investments to have a direct and measurable impact on the way we work and live. The Office employs principles that encourage partnerships, technology use, and commercialization; ensuring NASA technologies energize the commercial space sector and provide the greatest benefit to the Nation. (GS 13,14,15; 1-3 positions; ETDY; no JPL candidates; start date negotiable)



Office of Agency Council Staff (ACS)

The NASA Headquarters (HQ) Office of Agency Council Staff (OACS), reporting to the Chief of Staff, has 1-3 developmental opportunities. Selected candidate(s) will serve a one-year detail at HQ either as the Lead Analyst (GS-14/15) or a 6-12 month detail as an Analyst (GS-14/15) providing staff support primarily to the Executive Council and the Mission Support Council. The primary role of the Analyst is to support the development of decision packages for the Agency's most senior leaders including the Administrator. This is an outstanding developmental opportunity that provides insight into the Agency governance process and senior leadership as well as to a wide cross section of Agency programs, missions and operations.

Expected start dates: Lead Analyst—between August and October 2014, Analyst—between September and October 2014 or between February and March 2015. The specific dates will be agreed upon with the candidate and their home organization prior to selection. Ideally, candidates will be full-time at Headquarters but Detail-in-Place options with some travel to Headquarters may be considered.

Office of Agency Council Staff: Background

NASA has historically used councils to govern the Agency. Councils are able to evaluate issues and make decisions where topics require high levels of integration, visibility, and approval. Governance by council provides high-level oversight, sets requirements and strategic priorities, and guides key assessments of the Agency. Each council has a unique focus. Analyst work will primarily support the Executive Council (EC), which makes major Agency-wide decisions and the Mission Support Council (MSC), which makes mission-enabling decisions, but may support other councils, as needed. OACS provides essential staff work needed to ensure the success of the councils in making timely and informed decisions to achieve NASA's goals.

Specific Lead Analyst and Analyst duties include:

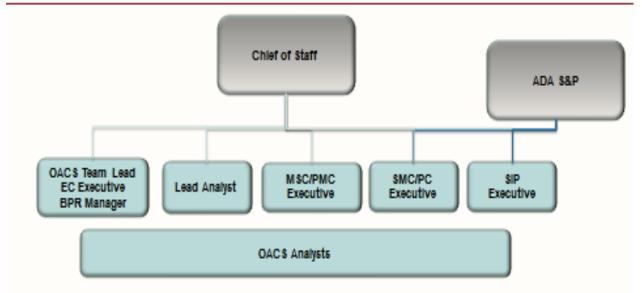
- Support the development of EC and MSC decision packages by working closely with decision recommenders to develop decision criteria, validate assumptions, identify key issues, assumptions, and facts; assist with creating succinct decision options; and draft decision memos:
- Provide a quality check of packages submitted to the councils; and provide comprehensive analysis on the package contents;
- Assist council executives in documenting and disseminating decisions and documenting and following up regarding actions based on the decisions. Assist the OACS Lead Analyst, Team Lead and others to develop and implement new procedures, processes and methods (including via information technology) to streamline and improve support to the Agency governance processes.

In addition to the above duties, Lead Analysts will help with OACS office support: helping with detailee transitions, training, tracking of information, and general coordination functions.



Office of Agency Council Staff (OACS)

Office of Agency Council Staff



General Duties:

Team Lead - Coordinate OACS staff and functional Issues with CoS and provide CoS direction to OACS

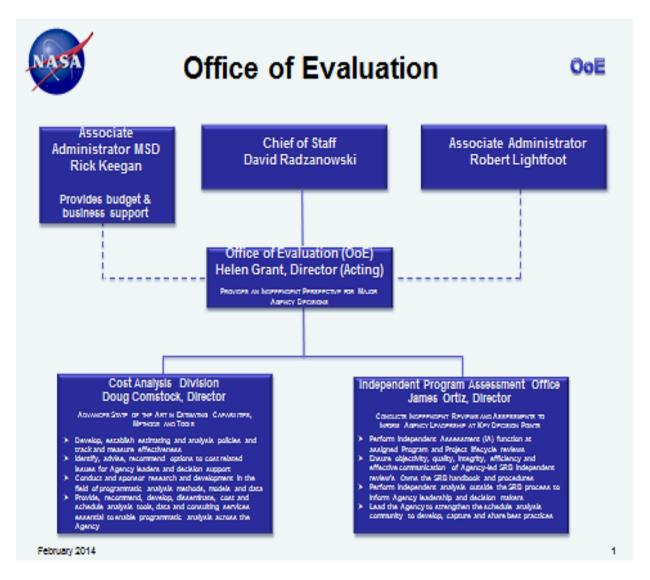
Execs - Recommend topics and coordinate with recommenders, create and collate agenda, coordinate with lead analyst to ensure packages will be completed on time, facilitate SMC input and council meetings, record and monitor council decisions

Lead Analyst - Coordinate analyst workload and assist Team Lead Implement CoS direction within OACS. Work with preparers on completeness of decision criteria and decision packages, assist to create succinct decision options. Track and report on council action Items and milestones/package status. Maintain and develop OACS processes with Execs.

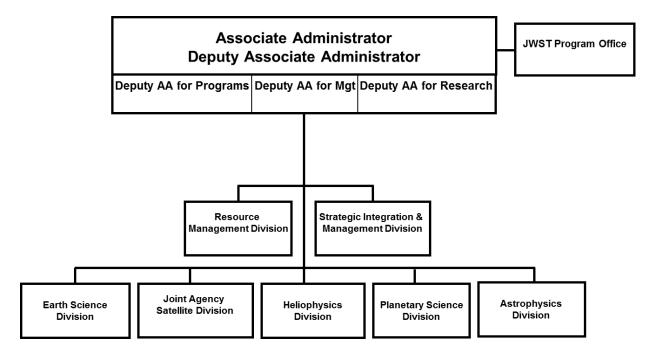
OAC\$ Analysts - Work with lead analyst, execs, and package preparers on completeness of decision criteria and decision packages, assist to create succinct decision options. Support execs as needed in day to day functions of OACs.

DRAFT - Pre-decisional - for Internal use only

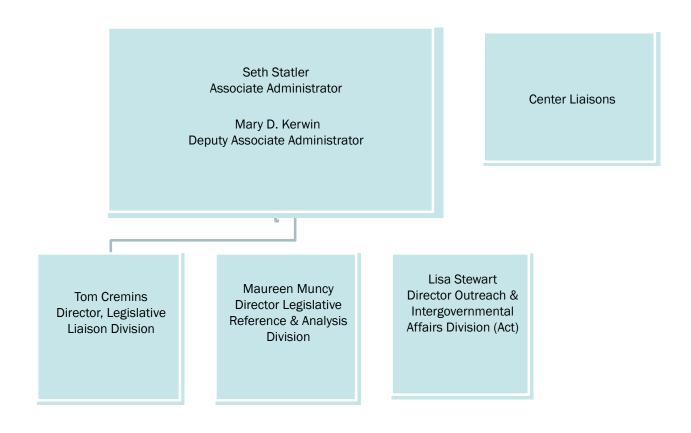
The Office of Evaluation (OE) serves as a cost analysis and independent assessment organization providing essential tools and capabilities, as well as objective, transparent, and multidisciplinary assessment and evaluation of all aspects of NASA programs and institutions. The OE includes two divisions (Cost Analysis Division and IPAO) and is responsible for cost- estimating policies and tools, expert consulting, and cost analysis support to agency studies, assessing NASA programs, projects, and institutions for cost effectiveness, quality, and performance in achieving strategic objectives, including ensuring alignment with national goals and the Agency's vision and mission, and reviewing newly proposed and ongoing programs and projects to provide an objective assessment to the Mission Directorates and Agency Program Management Councils. The Director, OE, reports to the Chief of Staff and supports the Administrator, Deputy Administrator, Associate Administrator, and Chief of Staff. (3-5 positions: IPAO – 2-3 DIP; CAD – 1-2 DIP; GS 14-15, no JPL candidates).



The Science Mission Directorate (SMD) is responsible for the overall planning, direction and effective management of NASA programs concerned with the scientific exploration of the Earth, Moon, Mars and beyond, including charting the best route of discovery and reaping the benefits of Earth and space exploration for society. As Such, SMD manages and sponsors research, flight missions, advanced technology development and related activities required to expand our understanding of the Earth and the Sun's effect on the solar system environments; explore the solar system with robots to study its origins and evolution including the origins of life within it, bringing the lessons of our study of Earth to the exploration of the solar system, and vice versa; and explore the universe beyond, from the search for planets and life in other solar system to the origin, evolution and destiny of the universe itself. (2 positions; DIP or ETDY; GS-13-15 accepted; no JPL candidates; start date is negotiable).



The Office of Legislative and Intergovernmental Affairs (OLIA) is comprised of three divisions. The office provides executive leadership, direction, and coordination of all communications and relationships, both legislative and non-legislative, between NASA and the United States Congress as well as state and local governments. (OLIA - LLD, LRAD, Outreach; 1-3 positions; HQ or GSFC applicants only; no JPL candidates, GS 13-15 accepted; 1yr DIP or 2yr DIP).

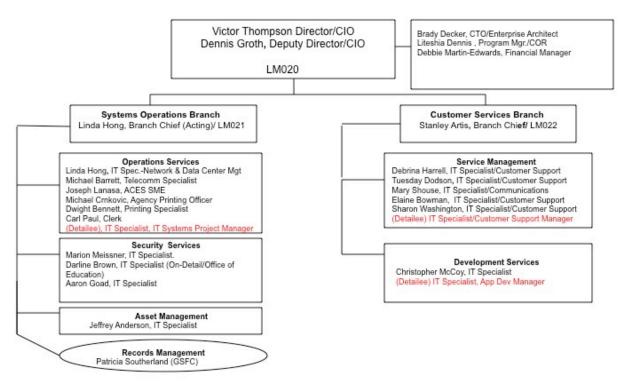


Information Technology and Communications Division (ITCD)

This position is located in the Headquarters Information Technology and Communications Division (ITCD). The Division provides NASA Headquarters (NHQ) with a broad range of Information Resources Management (IRM) and Technology, Communications, and Information Technology resources and services which supports the institutional and administrative functions of HQ. The Division provides leadership, policy, guidance, and direction related to the planning, assessment, acquisition, implementation, utilization, and management of Information Technology resources. The Division also provides project management and consulting related services to Headquarters and agency customers. The Division is comprised of two Branches (Systems Operations & Engineering Branch & Customer Services Branch), which together provide the full range of IRM and IT resources and services to HQ. (1-3 Position; GS 13-14 accepted; Detailee from HQ or Goddard only considered due to lack of Travel Funds. Each for 1-year period)

*If applicable, willing to establish ETDY Detail Agreement that can be facilitated thru shared/split funding with HQ and detailee home center. Under this agreement the detail candidate consideration would extend to all NASA centers for consideration.

HEADQUARTERS INFORMATION TECHNOLOGY AND COMMUNICATIONS DIVISION



SAMPLE ASSIGNMENTS- Office of the Chief Information Officer

Office of the Chief Information Officer (located at NASA HQ)

- Support leadership in planning, policy direction, and oversight for the improvement of NASA IT project management.
- Plan and manage Agency-wide IT projects involving innovative concepts and approaches.
- Conceive and develop streamlined administrative tracking procedures to assist in identifying cost savings proposals and new innovative pilot metrics.
- Work with the NASA Open Innovation Program to help implement the Agency's Open Government Plan and Digital Strategy.
- Provide support in one of the following areas: open source software, open data, application programming interface or application development, open hardware, data visualization and Big Data projects.
- Serve as an expert advisor and consultant on activities in candidate's area of expertise.
- Provide support to the IT budget operations and execution process.

Office of the Chief Engineer (located at NASA HQ)

- Provide technical support to the Mission Directorate Chief Engineers
- Provide technical support to OCE Advanced Planning and Analysis Division or the Engineering Program and Project Management Division, including engineering assessment and direction on advanced development initiatives addressing cross-cutting and Agency core capability concerns.
- Monitor and assess technical performance of NASA programs and projects and lead special reviews of selected projects.

Office of the Chief Technologist (located at NASA HO)

- Serves as a senior technologist interfacing with one of the Mission Directorates
- Conducts technology assessments and Agency-level technology portfolio analysis and presents results at senior agency forums.
- Documents, tracks, and analyzes all technology investments across the Agency, including the mission-focused technology elements made within the Mission Directorates.
- Engages the internal and external technology community including other Government agencies, industry, academia and advisory groups to identify needs and recommend priorities that NASA should pursue consistent with the National Space Policy, NASA's mission, and national needs.
- Advocates for NASA research and technology programs through coordination with other
 - Government agencies, academia, and the commercial aerospace industry.
- Participates in development of the NASA Technology Roadmaps and Strategic Technology Investment Plan.

Office of Agency Council Staff (OACS) Lead Analyst (1) and Analyst Positions (2)

The primary role of the Council Lead Analyst and Analysts is to support the development of EC and MSC decision packages for Agency leadership. The Lead Analyst and Analysts are responsible for:

- Working with decision recommenders to develop decision criteria, validate assumptions, identify key issues, assumptions, and facts;
- Assisting with creating succinct decision options.
- Providing independent evaluation to vet and validate Agency analysis, independently provide key facts, and integrate different analysis or support in these independent evaluations.
- Assisting council executives in evaluating the execution of decisions and documenting the appropriate information.
- Supporting the Office of Agency Council Staff's organizational development activities during the rotation period to ensure an effective Council Staff team exists that meets stakeholder needs

OACS Start Dates for Lead Analyst and Analyst Positions:

Lead Analyst, August-October 2014 Analysts, September-October 2014 and February-March 2015

Space Technology Mission Directorate (located at NASA HQ)

- Develops and implements plans that address the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.
- Manages the Space Technology portfolio at the theme level, setting priorities and strategies for achieving technology, innovation, and infusion objectives.
- Provides guidance to the strategic acquisition process and oversees implementation of decisions from that process.
- Collaborates with other Mission Directorates, other Headquarters organizations, and Centers to accomplish the Agency's objectives.
- Coordinates STP's planning, policies, and programs with other NASA Mission Directorates, Government agencies, industry, international participants, and academia.
- Manages the development of the STMD budget to support programmatic requirements and objectives and allocates resources in support of programs and projects.
- Oversees the formulation and definition of programmatic requirements, objectives, and performance goals.
- Sponsors research and technology development by academia, NASA Centers, other Federal research centers, industry, and others selected through open, competitive solicitations.
- Delegates Space Technology programs and projects to Centers and Headquarters for management and execution.
- Conducts regular reviews of program and project performance, evaluating the current and projected status against the established requirements, objectives, and performance goals.
- Oversees STP's reporting requirements and interactions with Congress, the Office of Management and Budget, and other external bodies.

- Represents NASA and STP in promoting and maintaining good public and community relations and providing for the widest practical and appropriate dissemination of information concerning space technology activities.
- Conducts educational and public outreach program activities in coordination with the Office of Communications and the Office of Education to communicate the value and relevance of NASA's investments in space technology to the Nation.
- Coordinates with the OCT and other Mission Directorates in the development of the Agency technology portfolio and the development of the Agency space technology investment plan.
- Coordinates all international partnership arrangements with OIIR.
- Invests in research for the long term in areas that are appropriate to NASA's unique capabilities and meet NASA's charter of addressing national needs and benefiting the public good.

One-Year assignment to NASA HQ in Washington, DC on extended temporary duty (ETDY).

Cost Analysis Division in Office of Evaluation (located at NASA HQ)

- Lead or participate in research or analysis that could identify cost challenges and/or develop capability enhancements or other solutions to address cost challenges.
- Lead and/or provide a key contribution to the cost analysis contribution to Agency studies.
- Assist in coordinating the collection and verification of data included in Cost Analysis and Data Requirement (CADRe) documents.
- Assist in coordinating the collection and verification of data included in the One NASA
 Cost Engineering (ONCE) database, enhancing the functionality of the database, and/or
 conducting analysis using the database.
- Assist programs and projects in developing cost estimates and joint cost and schedule confidence level calculations.
- Lead or participate in activities supporting the NASA cost community that could include training coordination, career path strategy development, communications, or other activities.

Independent Program Assessment Office in Office of Evaluation (located at NASA LaRC)

- Lead and/or provide a key contribution to Agency-level independent reviews of flight programs and projects to inform Agency consideration at key decision points in the program/project life cycle to ensure mission success.
- IPAO enables the independent review of a wide spectrum of Agency programs and projects. Programs being assessed include high-priority, high-visibility flagships such as the James Webb Space Telescope, the Space Launch System, Multi-Purpose Crew Vehicle, and Commercial Crew Programs. Other important assessments include several Category 1 projects and Category 2 projects above \$ 250 M life cycle including Solar Probe Plus, OSIRIX-REx, ICESat-2; to name just a few.
- IPAO is seeking candidates for assignment as Review Managers (RMs) or Programmatic Analyst (PAs) as outlined in the following. Opportunities for assignments are available

- across the review spectrum mentioned above and commensurate with grade level and acumen of the candidate.
- Programmatic Analyst: Serve as a member of a Standing Review Board (SRBs) chartered under NPR 7120.5 and NPR 7123.1, conducting independent programmatic (integrated cost, schedule, and risk) assessments of high-priority Agency program and projects. The PAs are responsible for performing analyses to determine if the program or project's planned budget and schedule are adequate to accomplish the proposed technical work and to identify potential risks not already identified and the impact of those risks to the planned cost and schedule.
- Review Manager (RM): Serve as RM for SRBs chartered under NPR 7120.5 and NPR 7123.1, ensuring compliance with Agency policy and leading independent assessments of high-priority program and projects. RMs are responsible to ensure the objectivity, quality, and integrity of each independent review.

Science Mission Directorate, Planetary Science Division (located at NASA HQ) Discipline Scientist (2 positions)

- Serve as the Agency's scientific leadership for one or more planetary research and analysis programs of national or international significance
- Work with the planetary science community to form blue-ribbon and peer-review panels.
- Update program solicitation for Annual Research Opportunities in Space and Earth Science (ROSES).
- Develop program budgets for the annual Planning, Programming, Budgeting and Execution (PPBE) cycle, present budget plans to Division management.
- Work with NASA support contractor to plan, organization and execute panel reviews:
 - Assemble review panels, communicate assignments to panelists and mail-in reviewers.
 - o Prepare selection documents and present to Selection Official.
 - o Prepare technical requirements packages for procurement.
 - o Request release of funds.
 - Manage awards.
- Ensure rapid responses to proposers and prior award recipients.
- Perform technical evaluation of progress reports.
- Interface with procurement to facilitate awards, no-cost extensions, and Primary Investigator transfers.

Science Mission Directorate, Strategic Integration and Management Division (located at NASA HQ) Program Specialist (1 position, GS-13-15) ETDY

In support of SMD policy functions, the policy team manages SMD's relations with external groups, including Congress, the Office of Management and Budget (OMB), the Office of Science and Technology Policy (OSTP), educational entities, and external advisory committees and boards. In partnership with other SMD Divisions, the policy team also supports the SMD Associate Administrator by providing integrated guidance, strategy, and focused advocacy for NASA's science program.

The candidate is required to serve on a 12-month detail with a start date of September or October 2014; prior policy experience is desirable, but not required. This individual would join a 7-person team, focused on providing policy support to SMD's 95 missions that span Astrophysics, Earth Science, Heliophysics, Planetary Science, and various reimbursable projects for other agencies.

The responsibilities of the policy team include the following:

- Coordinate and support the development of SMD elements of the Agency strategic plan and Directorate science plan, and provide support to the Resources Management Division's (RMD) activities in response to the Government Performance and Results (GPRA) Modernization Act of 2010.
- Develop and coordinate testimony, Congressional correspondence, white papers, Congressional reports, proactive legislative outreach, staff briefings, and responses to Congressional and Executive Branch review actions.
- Monitor, support development of, and track inter-agency agreements, coordinate interagency meetings, and manage SMD's coordination with OSTP and OMB.
- Coordinate SMD international activities and relationships, including Agency and SMD international policy, agreements status tracking, export control, and international meetings.
- Manage the NAC Science Committee and support the SMD Divisions in the management of the respective Science Subcommittees advisory groups; oversee and coordinate SMD's activities with the National Research Council.
- Oversee and coordinate Directorate audit and review activities with the NASA inspector General, the Government Accountability Office (GAO) and other auditors and reviewers.

Office of Legislative and Intergovernmental Affairs (located at NASA HQ) up to 3 positions

- Support mission directorate budget and informational briefings as required
- Ensure effective preparation for Congressional hearings and events
- Communicate directly with congressional staff to ensure broad understanding and support for NASA
- Support and execute timely, accurate, and responsive answers to congressional inquiries, reporting requirements, and questions for the record
- Plan and execute effective rollout strategies for major agency announcements, program developments, selections and awards

<u>Information Technology and Communications Division (ITCD) (located at NASA HQ)</u> <u>Position 1- IT Customer Support Manager</u>

The Detailee will report to the Customer Services Branch Chief, NASA Headquarters. All work will be performed in fulfillment of the duties required as the Customer Support Manager for HQ ITCD. Additional tasking and guidance will be provided as required by the ITCD Customer Service Branch Chief.

• Serves 100% of the time as a member of the Information Technology & Communication Division, NASA Headquarters.

- Provide IT customer support for other ITCD Customer Support Managers, including: issue and risk identification; customer impact; workflow efficiencies; and issue and risk mitigation.
- Provide IT customer support for HQ IT programs, including: employee and contractor onboarding; employee departure; system account changes; and equipment allocation requests. Represent ITCD in planning for the installation and implementation of new systems.
- Support quick-response teams to address customer service problems resulting from catastrophic events.
- Support HQ IT Communications program, including problem identification, affected customer community, appropriate communication media, as well as message content and schedule.
- Assist with implementation and delivery of training, including classroom, Internet, group, self-paced, dynamic, and/or individualized approaches.
- Establishes and maintains effective working relationships with other coordinating organizations and agencies.
- Participate in ad-hoc special projects to address HQ IT issues as directed. This includes
 problem identification, resource coordination, communication, planning, execution, followup, and close-out.
- Function as dedicated resource to update SharePoint Relational Action Tracking Module with input for CS Branch day to day escalation activity.

ITCD Con't: Position 2- Applications Development Manager (located at NASA HQ)

The Detailee will report to the Customer Services Branch Chief, NASA Headquarters. All work will be performed in fulfillment of the duties required as the Application Development Manager for HQ ITCD. Additional tasking and guidance will be provided as required by the ITCD Customer Service Branch Chief.

 Serves 100% of the time as a member of the Information Technology & Communication Division, NASA Headquarters.
 Associated time and allotment breakdown is as follows;

Application Development Manager

- Provide oversight and guidance on ITCD Project Management related activities
- Serve as a liaison between the customer and contractor on defining project related requirements, assess and monitor cost/budget for over runs and provide guidance on the lifecycle of new and existing application software.
- Provide analysis, advice, and recommendations for application development workflows and processes
- Assess rapidly changing IT technologies and services for possible benefit
- Ensure Quality Control Check points are being followed and met
- Provide support on the implementation of ITCD's Rational Integrated Data Environment, and assist in benchmarking goals incorporate current state and future state of the HQ IT Infrastructure

Act as ITCD Software Release Authority Working Group POC

- Review the development and interpretation of software release guidelines for software intended for public release to universities, institutions, federal agencies, and companies (national & foreign)
- Develop and interpret software guidelines as they apply to HQ applications and software targeted for release to the public.
- Process request for NASA software and draft software usage agreements.
- Seek guidance from public affairs, legal (IPP), security, exports, etc. concerning the vetting of software release request.
- Identify and mitigate potential risks based on requestor's background checks, company and institution posture, security, etc.
- Serve as Researcher and Information Architect for ITCD's Chief Technology Officer
- Research and provide recommendations on industry trends and, develop and communicate business/IT plans to leadership and key stakeholders.
- Lead path-finding activities that demonstrate the value of emergent technologies to ITCD and its key stakeholders.
- Support ITCD SharePoint as a service development initiatives.

 Collaborate with development team and customers to identify requirements and facilitate implementation of SharePoint sites.

ITCD Con't: Position 3 –IT Systems Project Manager (located at NASA HQ)

The Detailee will report to the ITCD Systems & Engineering Branch Chief, NASA Headquarters. All work will be performed in fulfillment of the duties required as the IT Systems Project Manager for HQ ITCD. Additional tasking and guidance will be provided as required by the ITCD Systems & Engineering Branch Chief.

• Serves 100% of the time as a member of the Information Technology & Communication Division, NASA Headquarters.

Skills Required

It is important that the candidates' resumes demonstrate the following general skills and abilities:

- Independent, self-starter.
- Results and solutions oriented.
- Strong written and interpersonal communications skills.
- Strong technical and/or business analysis skills.
- Ability to express non advocate views, give constructive criticism, and be able to maintain a healthy skepticism.
- Ability to understand issues at an Agency level and the consequences to NASA of various courses of action.

Skills Specific to Organizations:

Office of the Chief Information Officer (CIO)

- Experience in performing IT project planning and management.
- Understanding of technology issues.
- Basic understanding of resource and data management.
- Innovative; creative.

Office of the Chief Engineer (OCE)

- Program and project management experience.
- Knowledge of Agency policy and processes as they relate to Program and project management, especially those contained in the 7120 series of programmatic Agency Procedural Requirements documents.

Office of Agency Council Staff (OACS): Lead/Analysts

- Lead Analyst applicants should be in senior-level positions (GS-14/15) and able to commit to a detail period of approximately one year at NASA Headquarters.
- Analyst applicants should be at the GS-14/15 levels and available for a minimum of six months at NASA Headquarters.
- Qualified candidates will be expected to understand the overall roles and responsibilities of NASA Headquarters, Mission Directorates, and Center organizations;
- Be effective at oral and written communication;
- Be able to work effectively with little direction;
- Provide timely solutions to problems;
- Work effectively individually and on teams; plus build supportive relationships with people;
- Consistently demonstrate the expert knowledge and technical competencies required to perform job responsibilities; and
- Demonstrate analysis/requirements development skills.

Space Technology Mission Directorate (STMD)

- Technology development program and project management experience.
- Understanding of basic resource and financial management.
- Some experience, knowledge, or interest in cost analysis and the ability to evaluate the cost, schedule, risk, and programmatic health of technology development projects.
- Strategic planning experience is helpful, but not required.
- Knowledge of Agency policy and processes as they relate to Program and Project Management, especially those contained in the 7120 series of programmatic Agency Procedural Requirements documents.
- Appreciation of Federal and Agency budget processes.
- Knowledge of innovation best practices and informed risk management approaches.
- Experience in cost modeling and/or schedule-risk analysis of technical projects (applicable to the programmatic analyst duties).
- Experience performing trade-off analyses, strategic assessment, goal development, data analysis, and technical writing.

Office of the Chief Technologist (OCT)

- Technology development program and project management experience.
- Understanding of basic resource and financial management.
- Some experience, knowledge, or interest in cost analysis and the ability to evaluate the cost, schedule, risk, and programmatic health of technology development projects.
- Strategic planning experience is helpful, but not required.
- Knowledge of Agency policy and processes as they relate to Program and project management, especially those contained in the 7120 series of programmatic Agency Procedural Requirements documents.
- Appreciation of Federal and Agency budget processes.
- Knowledge of innovation best practices and informed risk management approaches.
- Experience in cost modeling and/or schedule-risk analysis of technical projects (applicable to the programmatic analyst duties).
- Experience performing trade-off analyses, strategic assessment, goal development, data analysis, and technical writing.

Science Mission Directorate (SMD): (Planetary Science)

- PhD in planetary science or related field.
- Active Researcher or recent research experience (experimental or theoretical, lab or field-based) Experience managing research activities, previous grant experience.
- In-depth knowledge of the discipline and community.
- Experience collaborating with multiple centers, multi-Agency or multi-cooperative missions, and the cooperative agreements that accompany them.
- Understanding the basic resource and financial management, including cost and schedule.
- Performance assessments and earned value management

Science Mission Directorate, SMD (Strategic Integration and Management Division Program Specialist) 1 position, GS-13-15, ETDY)

- All candidates should possess excellent policy analysis, writing and editing skills, especially for non-technical audiences.
- Demonstrated experience in preparing written materials for non-technical audiences, including Congress; interacting with the science community through service on advisory committees; or, responding to audits led by the NASA Inspector General (IG) or the Government Accountability Office (GAO), would be desirable.

Office of Legislative and Intergovernmental Affairs (OLIA)

- Knowledge of the Legislative Process
- Knowledge of the NASA Programs
- Knowledge of the Congressional Hearing Process
- Ability to review and analyze congressional testimony
- Knowledge of planning, coordinating, and implementing special projects
- Ability to prepare reports or other working documents related to complex program issues

Information Technology and Communications Division (ITCD) Customer Support Manager (Position 1)

- Ability to communicate clearly and effectively both written and oral
- Planning and carrying out IT Project assignment,
- Basic Project Management principles
- Problem & conflicts resolution
- Coordinating and collaboration of work with others as necessary
- Interpreting policy on own initiative in terms and providing guidance to others (User Community) and establishing objectives to meet or satisfy policy requirements.
- Determining the approach to be taken and the methodologies used to resolve issues.
- Keeping key principles informed of progress and potentially controversial matters.
- Skillful in approaching and communicating with individuals or groups in support of project execution,
- Knowledge and awareness of projecting budgets & marketing strategies

ITCD Con't: Application Development Manager (Position 2)

- Skill in applying advanced IT principles, concepts, methods, standards, and practices sufficient to accomplish assignments such as develop and interpret policies, procedures, and strategies governing the planning and delivery of services throughout the agency
- Oral and written communication techniques
- Knowledge of Application Life Cycle Development Process
- Knowledge of IT Project Management Principles
- Communicating complex technical requirements to non-technical personnel.
- Preparing and presenting briefings to senior management officials on complex issues
- Skilled in software design, development & enhancements
- Extensive knowledge of database and system management

Skill in applying the following:

- interrelationships of multiple IT specialties
- the agency's IT architecture
- new IT developments and applications
- emerging technologies and their applications to business processes
- IT security concepts, standards, and methods
- methods, and practices including developing plans and schedules
- estimating resource requirements defining milestones and deliverables, monitoring activities, and evaluating and reporting on accomplishments

ITCD Con't: IT Systems Project Manager (Position 3)

- Background in data center operations and network engineering
- Experienced project management
- Plan and manage HQ IT projects for network infrastructure changes
- Plan and manage HQ IT projects to comply with Agency initiatives, such as IPv6 and Agency Data Center Consolidation
- Provide technical support to HQ IT projects, providing innovative concepts and approaches.
- Participate in Agency-wide working groups and projects for telecommunications and network communications.

Financial Responsibilities

Expenses for all HQ Organizations

HQ organizations may choose to conduct interviews either in person or via other mediums (telephone, ViTS). If invited to HQ for an interview, the HQ organization that issues the invitation will pay the cost of the interview TDY.

If a consolidated HQ orientation visit is scheduled during the week of September 22, 2014, the HQ organization will fund the TDY for their new detailee(s). Detailee participation is not mandatory but highly encouraged.

The Office of Evaluation will pay for travel in support of the IPAO assignment during the twoyear detail.

Detail in Place (DIP) Assignments Expenses

Candidates selected to perform DIP assignments are expected to travel to the HQ approximately once each month, typically for a week, or, for IPAO detailees, to LaRC on a periodic basis. These TDY costs are funded by the HQ organization. Any additional TDY, supporting the detail assignment, will be funded by the HQ organization.

The employee's parent organization is responsible for providing and maintaining IT equipment and workspace, if not located at HQs, and for non-detail assignment travel.

Parent organizations are encouraged to relocate DIP detailees within their organizational footprint for the duration of the HQ detail assignment, allowing the detailee to focus on the HQ mission support. If relocated, this cost is paid by the parent organization.

When located at their parent organization, the employee will continue to work in support of the HQ organization.

Extended TDY (ETDY) Expenses for Assignments at NASA HQ

Generally, HQ will fund the candidates' extended TDY expenses for details located at NASA HQ.* This includes:

- Entry and exit trips between home Center and HQ destination (Washington, DC).
- Shipment of up to 350 pounds of personal baggage not including furniture.
- Reduced per diem of 65 percent to cover meals, a one-bedroom or efficiency apartment, rental furniture, utilities, basic telephone service, basic cable, connection and disconnection fees, and certain administrative fees**.
- Employees are encouraged to use GSA Schedule 48 vendors when contracting for lodging in the National Capital Region.

^{*} Funding support will be handled separately for any candidates from JPL.

^{**} Selected detailees are encouraged to seek apartments with an option to break a lease, if official duties warrant it, at no charge. If a candidate selects an apartment with no lease-breaking agreement, it is the responsibility of the home organization to pay any charges associated with breaking a lease if the selected candidate is returned to home station early.

- O Long Term Lodging under the <u>Transportation</u>, <u>Delivery and Relocation Solutions</u> (<u>TDRS</u>) <u>Schedule 48</u> is designed for lodging needs of 30 days or more. This program provides housing accommodations for temporary or permanent relocation and extended training. Typical facilities include apartment or condominium type properties that may be furnished with all the amenities of a regular home.
- o The current list of vendors is available via Special Item Number (SIN) SIN 653-9.
- o The shortcut for this page is www.gsa.gov/longtermlodging.
- o Employees will contact a vendor on this list to arrange their lodging for their ETDY.
- Fare Subsidy Program is available for commuting costs.

HQ may fund these extended TDY expenses for details located at NASA HQ.* This includes:

• Dry Cleaning.

Extended TDY expenses do not include the following:

- Parking fees (the Parking Subsidy is available to EDTY Civil Servants).
- Larger rental space.
- Premium cable fees.
- Long-distance phone calls.
- Internet charges.

For extended TDY assignments, each HQ organization will notify its selected candidates of its commitment to fund trips home during the assignment period. The total number of trips funded by the HQ organization may not exceed an average of one trip home per each three-week period during the assignment and may be as few as one per quarter. Parent organizations may, at their own discretion and expense, provide funding for additional travel expenses, if the expense is allowable according to the Federal Travel Regulations and NASA Policy Regulation 9700.1. For more detailed information, reference the latest version of the Domestic Extended TDY Guidelines.

Salary

The parent organization will continue to fund the candidate's salary and overhead. JPL IPAs will be written per standard reimbursement procedures.

Other

HQ may leverage various development programs, including the NASA Mid-Level Leader Program, for detail assignment candidates. This program has specific funding guidelines separate from the guidelines described above.

Funding support will be handled separately for any candidates from JPL.

Statement of Interest: HQ Consolidated Detail Application

Please complete this "Statement of Interest" by answering each of the following questions. To statement of interest will not exceed one page. Answers may be bullet or sentence format.			The
Name:		Center or HQ Organization:	
1.	. Why am I interested in a detail assignment?		
2.	Why is this the right time in my career to pu	ursue this assignment?	
3.	What is the benefit to my organization and	the Agency?	